





A Delegate is someone who has full access to your account and may assist with preparing reports.

Expense Owners must assign their own Delegates.

Steps to assign a Delegate:

1. Click on the drop-down arrow to right of the Expense Owner's name
2. Click on Account Settings
3. Click on Delegate Settings
4. Click on Add New Delegates
5. Type the name of the person to select and assign as a Delegate


Delegate account access



Approvals Needed
2 Expense Reports

0 Pre-Approvals



  MELISSA SNOW¹
Old Dominion University

 SEARCH

 2 Account Settings

Logout

Delegate Account A



A "Delegate" is someone who has full access to your account.

4

Add New Delegates

Delegate Center

3

MELISSA SNOWDEN

My Delegate

A "Delegate" is someone who has full access to your account.

5

ehpca.david

Settings

[Redacted text]

Accessing an Account as Delegate

An assigned Delegate can access another user's account to input pre-approval requests and expense reports.

Steps for an assigned Delegate to access another user's account

1. Log in to the system as the assigned Delegate.
2. Navigate to the user's account page.
3. Click on the "Access" button.
4. Enter the user's name and account number.
5. Click on the "Access" button.
6. The system will display the user's account information.
7. Click on the "Access" button.
8. The system will display the user's account information.
9. Click on the "Access" button.
10. The system will display the user's account information.

Accessing an Account

Select Another User



|| monique johnson

MONIQUE JOHNSON-DOWE
ACCOUNTS PAYABLE MANAGER

Accessing an Account as a Delegate

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MONIQUE JOHNSON-DOWE
Old Dominion University

Expenses

Create

View All
Submitted



Pre-Approval

Create

Do you need help with finding your department's team? If so, please use our [Travel Processing Team](#) page.